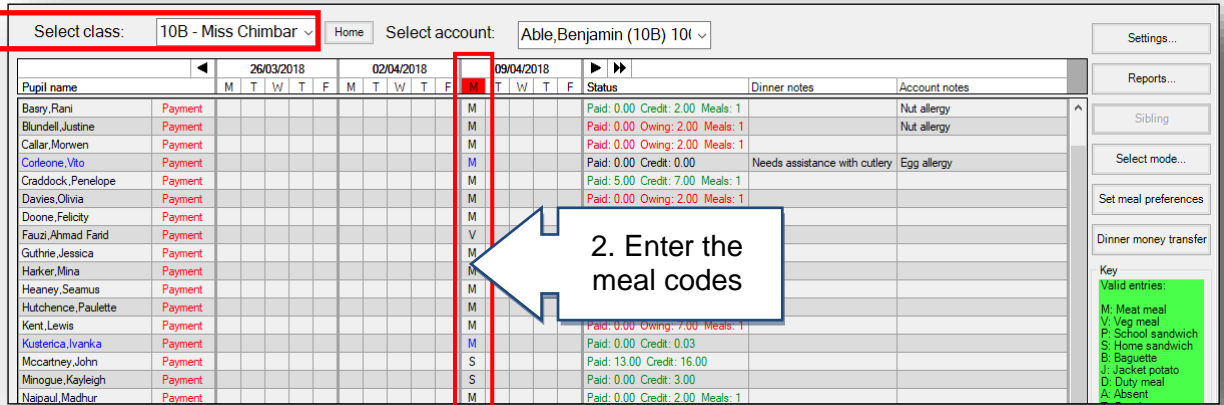


## How do I enter meal choices?

1. Click on the main **Dinners** tab and then **select the class** from the drop down



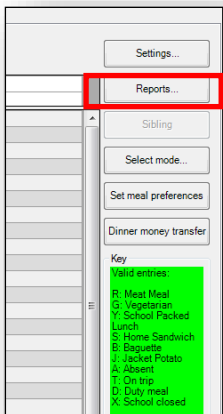
Select class: 10B - Miss Chimbar

Pupil name	26/03/2018	02/04/2018	09/04/2018	Status	Dinner notes	Account notes
Basy, Rani	Payment		M	Paid: 0.00 Credit: 2.00 Meals: 1		Nut allergy
Blundell, Justine	Payment		M	Paid: 0.00 Owing: 2.00 Meals: 1		Nut allergy
Callar, Morwen	Payment		M	Paid: 0.00 Owing: 2.00 Meals: 1		
Corleone, Vito	Payment		M	Paid: 0.00 Credit: 0.00	Needs assistance with cutlery	Egg allergy
Craddock, Penelope	Payment		M	Paid: 5.00 Credit: 7.00 Meals: 1		
Davies, Olivia	Payment		M	Paid: 0.00 Owing: 2.00 Meals: 1		
Doone, Felicity	Payment		M			
Fauzi, Ahmad Farid	Payment		V			
Guthrie, Jessica	Payment		M			
Harker, Mina	Payment		M			
Hearney, Seamus	Payment		M			
Hutchence, Paulette	Payment		M			
Kent, Lewis	Payment		M	Paid: 0.00 Owing: 7.00 Meals: 1		
Kusteinca, Ivanka	Payment		M	Paid: 0.00 Credit: 0.03		
Mccartney, John	Payment		S	Paid: 13.00 Credit: 16.00		
Minogue, Kayleigh	Payment		S	Paid: 0.00 Credit: 3.00		
Naipaul, Madhur	Payment		M	Paid: 0.00 Credit: 2.00 Meals: 1		

2. Enter the meal codes

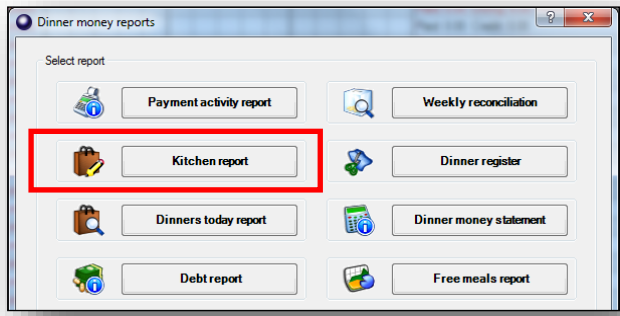
## How to tell the kitchen how many meals to cook?

1. Select **Reports**



Reports...

2. Select **Kitchen report**

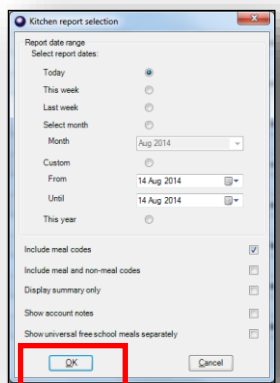


Dinner money reports

Select report

- Payment activity report
- Kitchen report**
- Dinners today report
- Debt report
- Weekly reconciliation
- Dinner register
- Dinner money statement
- Free meals report

3. Ensure the **date** is selected and click **'OK'**



Kitchen report selection

Report date range

Select report dates:

Today

This week

Last week

Select month: Aug 2014

Custom

From: 14 Aug 2014

Until: 14 Aug 2014

This year

Include meal codes

Include meal and non-meal codes

Display summary only

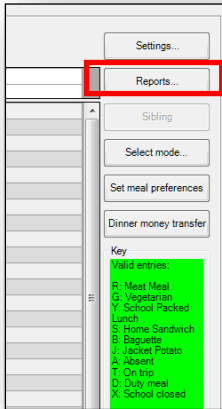
Show account notes

Show universal free school meals separately

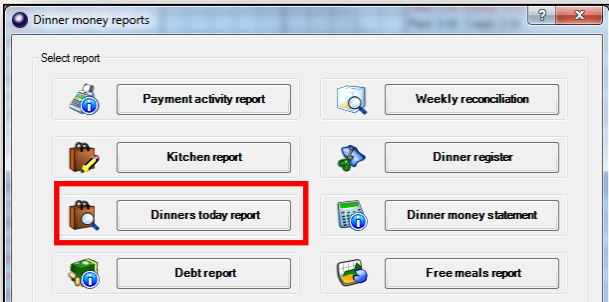
OK

# How do I print a list of pupils who have ordered a meal today?

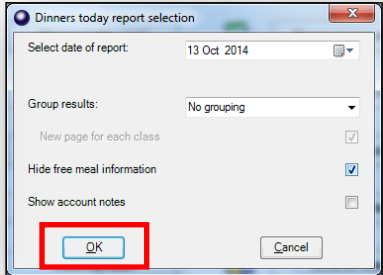
1. Select Reports



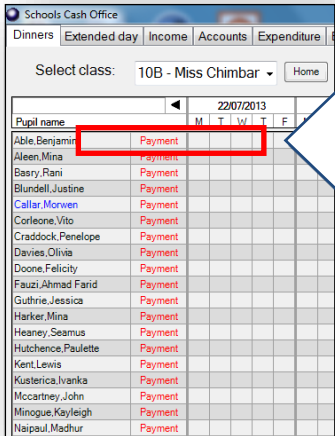
2. Select Dinners today report



3. Review the options and click 'OK'

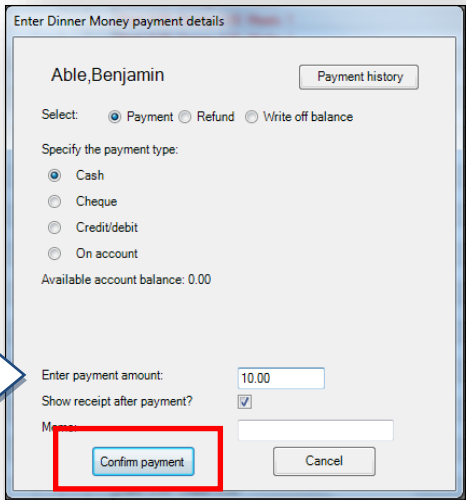


# How do I enter cash and cheque payments for dinners?



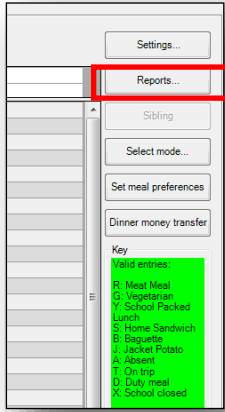
1. Select the 'Payment' button next to the name of the pupil

2. Select the payment type, enter the amount and click 'Confirm payment'

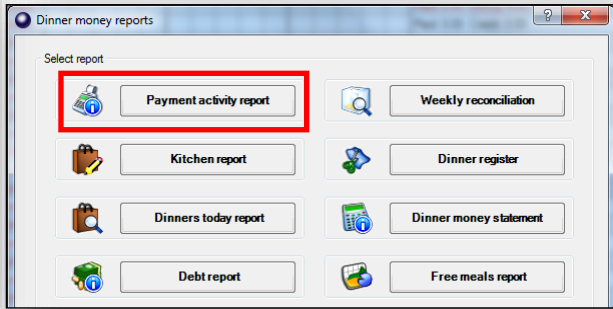


# How do I check the total income I have entered?

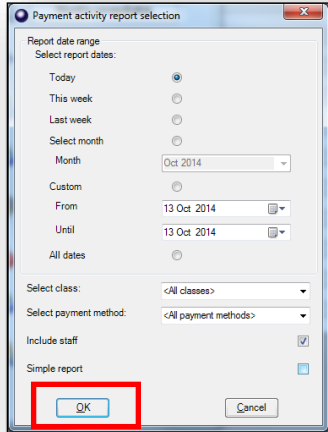
1. Select Reports



2. Select Payment activity report

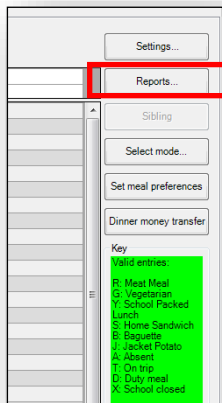


3. Select the date range and click 'OK'

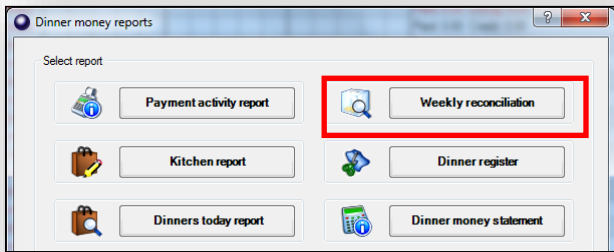


# How do I reconcile at the end of the week?

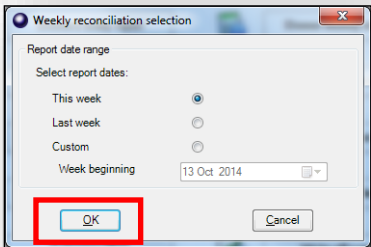
1. Select Reports



2. Select Weekly reconciliation

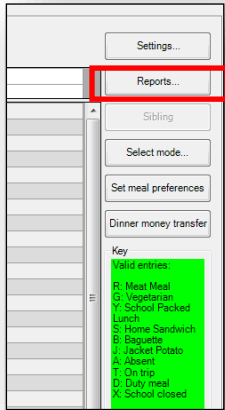


3. Select the date range and click 'OK'

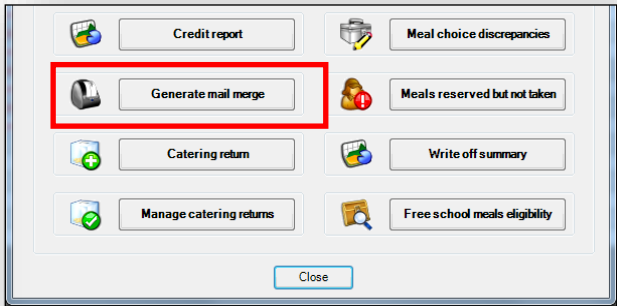


# How do I send letters to chase for debts?

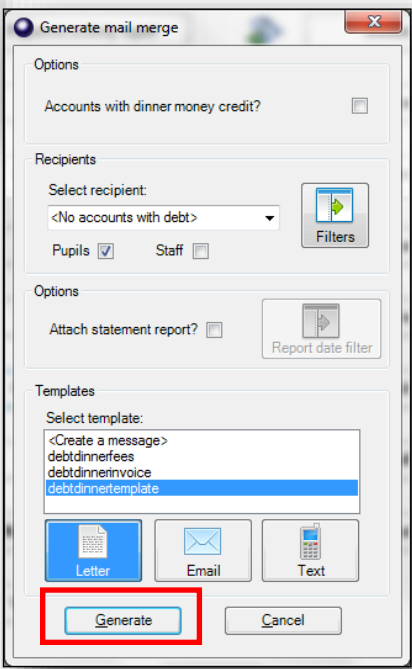
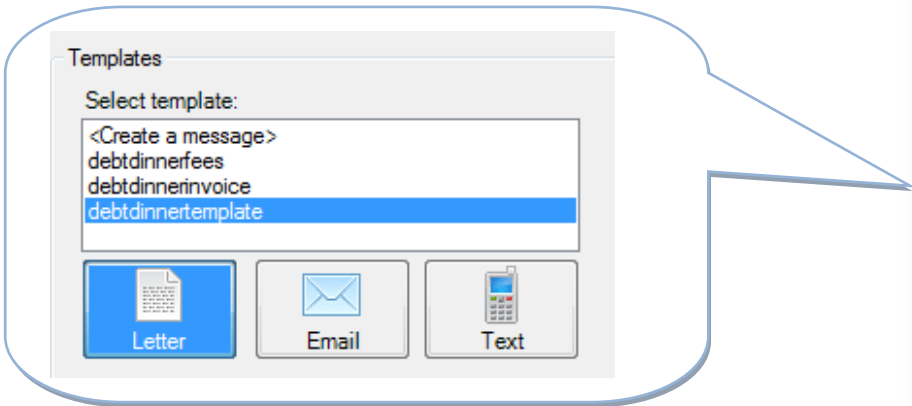
1. Select Reports



2. Select Generate mail merge



3. Select the template required and click 'Generate'



## Support

If you have any queries please click the **help** button to access the online Help Centre or contact our Customer Support team.

Email: [support@tucasi.com](mailto:support@tucasi.com)  
Telephone: 0844 800 4017

